

**IG CHECKLIST**  
(Chaplain – UMT, Ofc Mgt, Tng, Religious Spt)

<b>Proponent/Phone No:</b>	Chaplain/442-5690	
<b>Functional Area:</b>	Religious Activities	
<b>Program/Activity Topic:</b>	UMT, Office Management, Training, Religious Support	
<b>Date of Revision:</b>	3 March 1999	
<b>Management Control Checklist Applied:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	
<b>Unit Inspected:</b>	<b>Date Inspected:</b>	
<b>Inspector's Name:</b>	<b>Phone No:</b>	
<b>1. References.</b>		
a. AR 165-1, 27 Feb 98, Chaplain Activities in the United States Army.		
b. AR 215-1, 25 Oct 98, Morale, Recreation and Welfare Activities and Nonappropriated Fund Instrumentalities.		
c. AR 11-2, 1 Aug 94, Management Control.		
d. AR 310-50, 15 Aug 95, Authorized Abbreviations and Brevity Codes.		
e. AR 25-400-2, 26 Feb 93, The Modern Army Record Keeping System (MARKS).		
f. AR 25-50, 21 Nov 88, Preparing and Managing Correspondence.		
g. AR 420-90, 10 Sep 97, Fire and Emergency Services.		
h. AR 600-9, 1 Sep 86, The Army Weight Control Program.		
i. AR 600-20, 30 Mar 88, Army Command Policy.		
j. AR 600-85, 3 Nov 86, Alcohol and Drug Abuse Prevention and Control Program.		
k. AR 623-105, 1 Oct 97, Officer Evaluation Reporting System.		
l. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.		
m. DA Pam 600-3, 1 Oct 98, Commissioned Officer Development and Career Management.		
n. RESC/Pam 310-1, 31 Dec 86, Consolidated Index of Army Pubs and Blank Forms.		
o. FM 16-1, 26 May 95, Religious Support.		
p. CTA 50-900, 1 Sep 94, Clothing and Individual Equipment.		
q. CTA 50-909, 1 Aug 93, Field and Garrison Furnishings and Equipment.		
r. CTA 50-970, 21 Sep 90, Expendable/Durable Items (except: Medical, Class V, Repair Parts, and Heraldic Items).		
s. TM 9-2320-289-10, 4 Aug 86, Operators Manual for M1008, M1008A1, and M1009.		
<b>2. Discussion.</b> The mission of the Post Chaplain is to ensure the maximum opportunity for the free exercise of religious faith for the entire Fort Sill Army Family; provide a comprehensive program of tactical, professional, and technical development for all members of the Fort Sill Unit Ministry Team (UMT). All UMT's provide religious support to their assigned units and assist the command in the development and implementation of religious programs and activities. The focus will be on the following areas:		
a. Religious Services.		
b. Administration and Training.		
c. Vehicles and Equipment.		
d. Suicide Prevention Classes		
e. Family Support		
<b>3. Questions.</b>	<b>YES</b>	<b>NO</b>

	YES	NO
a. Unit Ministry Team (UMT) Bde UMT METL.		
Is there a current UMT METL based on the unit's wartime mission?		
Does the Unit Commander approve it?		
b. Religious Support Annex.		
(1) Is there a Religious Support Annex (RSA) to the units TACSOP?		
(2) Is a Religious Support Plan (RSP) derived from the RSA?		
(3) Is/does the RSP:		
(a) Approved by Unit Commander?		
(b) Published for each exercise?		
(c) Include location of UMT for each phase of Operation?		
(d) Include coordination with higher and lower Echelons?		
(e) Include Direct and General religious support requirements?		
Include logistic and resupply support?		
(f) Define a clear reporting system for all UMT's to report in field/war operations?		
c. Security.		
Does the UMT have current security clearances?		
(1) Is the UMT on the S2 access roster?		
(2) Does the chaplain carry a Geneva Convention card?		
Is the UMT on the current alert roster in the unit?		
d. Transportation.		
(1) Does the UMT have current tactical driver's licenses?		
(2) Is the UMT signed for an operational tactical Vehicle?		
(3) Does the UMT perform PMCS on a regular basis?		
e. Deployment Supplies.		
(1) Does the UMT maintain at least a thirty (30) day supply of religious items (grape juice wafers, altar wine, Bibles/religious literature, extra linen, etc)?		
(2) Is a deployment checklist used?		
(3) Does the UMT hand receipt holder sign for and maintain MTOE equipment and BII for vehicle?		
f. Communication Equipment		
(1) Does the UMT have an operational means of communicating with higher/lower echelons during tactical operations?		
(2) Does the UMT maintain a SOI during tactical operations?		
g. Office Management		
(1) Is there a separate office for the Chaplain and the Chaplain Assistant?		
(2) Are the offices clean, organized, inviting, and securable?		
(3) Is there adequate work space and chairs for counselees in both offices?		
(4) Is there adequate phone service?		
(5) Is there a telephone answering device?		
(6) Is there a telephone answering device?		
(7) Is there an operational typewriter maintained in the office?		
(8) Is there a computer processing unit with current approved software applications?		
(9) Is the UMT trained on the computer system?		
(10) Does the UMT maintain or have access to the following current publications:		
(11) AR 11-2, Management Control		
(12) AR 25-50, Preparing and Managing Correspondence		

	YES	NO
(13) AR 25-400-2, MARKS		
(14) AR 165-1, Chaplain Activities in the U.S. Army		
(15) AR 310-50, Authorized Abbreviations and Brevity Codes		
(16) AR 600-30, Chaplain Support Activities		
(17) AR 600-50, Standards of Conduct for DA Personnel		
(18) AR 608-1, ACS Program		
(19) AR 670-1, Wear and Appearance of Army Uniforms and Insignia		
(20) DA PAM 600-67, Effective Writing for Army Leaders		
(21) DA PAM 600-75, Accommodating Religious Practices		
(22) DA PAM 623-205, The NCOER System "In Brief"		
(23) FM 16-1, Religious Support		
(24) FM 22-100, Military Leadership		
(26) FM 22-101, Leadership Counseling		
(25) FM 22-102, Soldier Team Development		
(26) FM 25-100 Training the Force		
(27) FM 25-101, Battle Focused Training		
(28) FM 100-5, Operations		
(29) STP 16-71M-SM Skill Level I Soldier Manual		
(30) STP 16-71M25-SM-TG, Soldier's Manual Skill Level 2/3/4/5		
(31) STP 21-1-SMCT, Soldier's Manual of Common Task		
(32) STP 21-24-SMCT, Soldier's Manual of Common Tasks Skill Level		
(33) Book of Worship for U.S. Forces		
(34) Book of Worship for Jewish Personnel of the Armed Force		
(35) The Koran		
(36) Fort Sill Chaplain SOP for Funds and Supplies		
(37) Fort Sill Installation Chaplain Wedding SOP		
(38) Fort Sill Installation Chaplain Funeral SOP		
(39) Chapel SOP (UMT assigned chapel)		
(40) Dictionary		
(41) Policy Letters (Fort Sill; FATC; III ACA) -(as required)		
h. Does the UMT have Forms Engines or Forms Flow installed on the office computer?		
(1) Are the following forms on hand:		
(2) FS Form 833 Transportation Request)		
(3) FS Form 974 (Request for Supplies and Equipment)		
(4) FS Form 1095 (Statement of Service)		
(5) FS Form 1401 (Printing/Repo Graphic Request)		
(6) Command Staff Inspection Checklist		
(7) Chapel of the Quarter Checklist		
i. Filing System		
(1) Is an approved list of file numbers used and maintained in the current files drawer?		
(2) Are the files maintained IAW AR 25-400-2?		
(3) Are the Chaplain's confidential files secured in a separate locked location?		
(4) Are files maintained in a neat and orderly manner?		
j. Standing Operating Procedures (SOP)		
(1) Is there a current Bde/Bn TACSOP maintained in the Bde/Bn UMT Section?		
(2) Is there a current Garrison SOP maintained in the UMT Office?		

	YES	NO
(3) Does the Garrison SOP include the following:		
(a) Suspense control		
(b) Physical security		
(c) Maintenance of chapel office/equipment		
(d) Fire and safety procedures		
(e) Scheduling procedures		
(f) Preparation of services activities in the chapel		
Are suspenses being met on time and in a professional manner?		
(g) Is there an Internal Control SOP that includes the following:		
(h) Key Control		
(i) Classified document handling		
(j) Chapel offerings safeguards		
(h) List person authorized to maintain keys to the chapel facilities		
(i) Hand receipts of equipment (Issue/Turn In)		
(j) Ordering and use of expendable supplies		
(k) Risk management plan		
k. Training		
<b>Collective Training</b>		
(1) Does the UMT train regularly with the unit?		
(2) Does the UMT participate in UMT Training once a month?		
(3) Does the unit commander have a UMT Training plan?		
(4) Do Chaplains assistants train collectively with the post UMT Chief on MOS Tasks?		
(5) Do Chaplains attend collective chaplains training?		
(6) Does the Bde NCO train Bn chaplain assistants on MOS/Chapel tasks?		
(7) Does the chaplain conduct suicide prevention training at battery/battalion level?		
<b>Individual Training</b>		
(8) Have the chaplain assistants qualified within the past year with assigned weapon?		
(9) Has the UMT passed the semi-annual APFT?		
(10) Have the qualified chaplain assistants attended PLDC or BNCOC?		
(11) Are qualified chaplain assistants on an order of merit list for PLDC?		
(12) Are qualified chaplain assistants scheduled to attend BNCOC?		
(13) Are chaplains Phase III tested?		
(14) Are chaplains CAS3 graduates or projected to attend?		
(17) Are chaplains trained in Suicide Prevention?		
(18) Are chaplains trained in Sexual Harassment?		
(19) Has chaplain attended the Cadre Training Course (FATC only)?		
(20) Religious Support		
<b>Worship Services/Sacraments/Rites</b>		
(21) Does the UMT address the multi-faith needs of the soldiers and family with the commander?		
(a) Is a religious information bulletin board maintained in the unit area?		
(b) Does the UMT provide the command with direct, personally verified information concerning morale and the moral and ethical climate of the Cmd?		

	YES	NO
(c) Is a current roster of referral agencies maintained?		
(d) Is the unit informed of all chapel/chaplain services available?		
(e) Does the UMT conduct or provide for services, religious sacraments, rites and ordinances?		
(f) Are chapel facilities in a state of readiness for worship and inspections?		
(g) *-Are chapel offerings properly accounted for, verified, and safeguarded IAW AR 165-1?		
(h) *-Is an Army-approved safe on the grounds to secure the offering in during services?		
<b>Soldier and Family Outreach</b>		
(22) Does the UMT provide outreach in the following areas:		
Marriage/Single Soldier Retreats?		
Prayer Breakfast? (how often? __)		
Bible Studies?		
Barracks/workplace visitation?		
Hospital visitation?		
Predeployment briefing?		
Moral/Ethical Leadership?		
Stress Management?		
Suicide Prevention Briefing?		
Newcomer orientations?		
Other _____		
Are these programs part of the Commanders Religious Program?		
<b>Counseling</b>		
(23) Does the SDNCO/CQ log book contain instructions for contacting the UMT for emergencies?		
(24) Is the UMT counseled quarterly during their rating periods?		
(25) Are written counseling statements properly maintained?		
<b>Commander's Master Religious Program (CMRP)</b>		
(26) Does the UMT have a CMRP approved by the commander?		
(27) Does the CMRP provide a wide range of religious services/programs?		
(28) Are Master Religious Program Calendar events reflected in the unit training schedule?		
(29) Is a 90 day calendar maintained in the UMT Office?		
(30) Are Fund Council requests on time and IAW CMRP approved monies?		
j. Family Support Groups		
(1) Does the unit have Family Support Groups organized down to company/battery level?		
(2) Has the Commander published a Family Support Group Standard Operating Procedure or policy memorandum?		
(3) Do the Family Support Groups meet on a regular, scheduled basis?		
(4) Does the Family Support Group seem to have a balanced schedule of activities that includes training, information, recreation and team-building?		
(5) Does the Unit Chaplain function in an advisory capacity to the Family Support Group leaders?		

	<b>YES</b>	<b>NO</b>
(6) Does the unit have a Family Support Group fund?		
(7) Has the Commander received an Annual Financial Report from the Family Support Group leader?		
<b>4. REMARKS:</b>		